

PM Tools Working Group

Meeting Summary

DAY: 09/18/06
TIME: 10:00am – 11:00am
LOCATION: 3900 Conference Room 39A

Meeting Called By:	Glenn Poplawski & Gaye Mays		
Meeting Purpose:	Discuss PMO tool requirements		
Attendees: (* attended by phone)	EPMO - Gaye Mays John Gary – Community Colleges Greg Jones – Crime Control	ITS – Nick Barnet DOR – Janet Flanders	DHHS – Charles Fraley DHHS – Deanna Perry
Meeting Documents:	Requirements Matrix		
Attachments:	NA		
Next Meeting:	Monday 09/25 @ 10am – 3900 Conf Rm 39-A		

Key Points Discussed

1	Requirements Matrix: Discussion took place regarding the need to complete all PM tool requirements or just those that apply to resource planning. After the meeting, Gaye clarified with Glen that each agency should complete all areas if possible, but at a minimum complete the resource planning requirements and forward to Glenn by 9/22.
2	Action item updates: Glenn was unable to attend the meeting; however, he will forward the draft scope statement to the team
3	Other topics: Discussion took place regarding how this project fits with other efforts by the EPMO; i.e. the Project Approval Workflow Revision and Monthly Status Reporting Revision teams. Any changes in these areas could impact the requirements of this project. Gaye will follow up with Sharon Hayes to get clarification on the direction of these efforts.

◆ Issue

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Action Items

1	Team – provide updated high level requirements in matrix by 9/22
2	Glenn – forward scope statement to the team
	Gaye – get clarification on the direction of EPMO revision projects to determine impact to this project